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Weekly Report for Week Ending 8 July 1959

25X1 from [redacted]

1. Contributions - Intangible

   a. Participated in the meeting of Records Officers on 7 July 1959.

2. Assignments - Active

   a. Revision and Reorder of Overnight Storage Boxes.

   b. Records Disposition Workshop

   c. DD/P Trainee Program - Reviewed five reports management practice problems with Messers. [redacted] This completed their training in reports management. Briefed them on correspondence management, reviewed their preliminary screening of sample OCR correspondence, and together developed several proposals for streamlining the types of request and transmittal correspondence they are examining. 25X1

   d. Revision of Courier Receipt and Log Record.

   e. Agency Chain Envelope.

3. News

   a. A review of DD/I and DD/S Records Control Schedules by Messrs. [redacted] revealed that 2,420 cu. ft. of records fall in the category "Temporary., destruction not authorized," and 50,170 cu. ft. are scheduled according to general terms such as "Destroy when no longer needed;" "Destroy when superseded," etc. 25X1

[redacted] 25X1

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Weekly Report for Week Ending 8 July 1959
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 21 actions requiring the printing of 149,850 copies or sets of blank forms.

(2) Two new and 5 revised forms were approved.

(3) Two forms were obsoleted.

b. Intangible

(1) In conjunction with the OP and the MRD, a revised Form No. 1013b, which bears no title but is known as the "Agency T/O Status" or "Strength Report". The revision was made to meet reporting requirements resulting from conversion to Career Service Staffing Complement Concept (Revision of [redacted] procedures). [redacted] 25X1 25X1

2. Assignments

a. Active

(1) Nineteen new and 11 revised.
(2) Teletyped Dissemination Information Reports and Systems. [redacted] 25X1
(3) Revision of Dispatch Forms [redacted] 25X1
(4) Improved Management of Stocked Forms

The Forms Management Branch and the Cataloging Branch, OL introduced a new system for flow and dissemination of information concerning stocked and non-stocked forms. Under this system MRD will provide a monthly listing of all form changes, additions, deletions and revisions. From this list the [redacted] Stock Control Branch, Building Supply Office and others will know whether a form should be destroyed immediately, issued until exhausted, stocked only by the using activity etc. [redacted] 25X1 25X1 25X1

(5) Uniform Information Report [redacted] 25X1
(6) New Building Project

Conducting Records Survey of accumulated records and preparing a Records Control Schedule. [redacted] 25X1 25X1

(7) Agency Multi Purpose Envelope [redacted]
(8) Expediting Printing of Information Reports [redacted]

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(9) Improvement in Quality of Information Reports Production.

25X1 (10) Four Employee Suggestions.

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel-type Data.

25X1

25X1

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Weekly Report for Week Ending
8 July 1959 from
Records Disposition Branch

1. Contributions

None.

2. Assignments

25X1 a. Filing Equipment [redacted]

25X1 [redacted] Shelf Filing
OCR/IR/FE/NEA, Shelf Filing
OTR/Operations School/Headquarters Training, Shelf Filing
OTR/Intelligence Shcool, Shelf Filing
Office of Security/Building 13, Shelf Filing
OP/Records and Services Division, Test Installation, Shelf Filing
OTR/Assessment and Evaluation Staff, Shelf Filing

No change from previous report.

b. Records Schedules

FI Staff Records Control Schedule [redacted] 25X1

Received Records Control Schedule from FI Staff for approval. Proposed Schedule is being reviewed.

Executive Registry Records Control Schedule [redacted] 25X1

No change from previous report.

c. Records Systems

Master Index to Subject Filing Handbook [redacted] 25X1

Subject filing changes and additions, made by RMS Analysts in various files throughout the Agency, are being incorporated on the 3 x 5 cards in the RMS Master Index.

Review of Clerical Training in Filing for Inductees [redacted] 25X1

Completed mounting visual aid VU-Graphs.
Graphs and 35mm color slides were tested.
One set of graphs and slides given to OTR/CT.

Refresher Training in Filing [redacted] 25X1

25X1 Discussed with [redacted] Chief of Clerical Training, a proposed joint RMS-OTR Workshop on Filing for clerical employees recalled for refresher training. Another meeting set for Thursday, 9 July. Next regular refresher course is scheduled to begin 14 September.

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RMS Demonstrator File on Subject Numeric Filing [redacted] 25X1

Additional material incorporated in demonstrator cabinet.

d. Special Projects

DD/P Support Staff Files [redacted] 25X1

25X1 OSS/RI Archives [redacted]

No change from previous report.

Service Calls Processed by Records Center [redacted] 25X1

Briefed Agency's Records Officers on Survey findings.
Requested ARO's to help curtail abuse of procedure for telephoning urgent requests to the Records Center.
Revising instruction booklet to include new Request Form 490.

Revision of Agency Notices on Filing Equipment and Supplies [redacted] 25X1

Research and fact finding started.

Inactive Special Projects

File Cleanup Campaign

Emergency Filing Equipment needs

Sorting Equipment Booklet

25X1 Revision of [redacted] Records Management Program Guide

Analyst Files Project

3. News

25X1 [redacted] on week of Annual Leave.

25X1 [redacted] and I briefed ARO's on Shelf Filing, Equipment Requisitions, and Inter-Agency Transfers of Records.

[redacted] 25X1

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